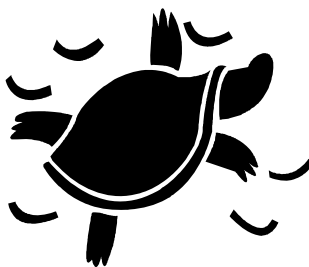
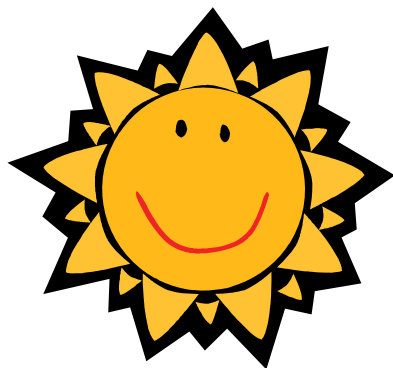
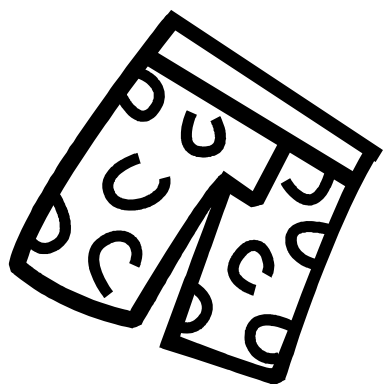


# Durham Parks and Recreation 2013 Summer Camp Parent Handbook





**CITY OF DURHAM**

*Durham Parks and Recreation*

101 CITY HALL PLAZA | DURHAM, NC 27701

Physical Address: 400 CLEVELAND STREET | DURHAM NC 27701

919.919-560.4355 | F 919.919-

560.4021 [www.durhamnc.gov](http://www.durhamnc.gov)



Dear Parents:

Thank you for selecting Durham Parks and Recreation for your summer camp needs. We appreciate your trust and confidence in DPR to provide a safe and exciting recreational experience for your most precious resource - your child.

We have developed an all-encompassing experience that your child will not forget. Our camp activities include: environmental education, adventure programming, physical recreation, socializing, and educational enrichment, just to name a few. Most importantly, you are DPR's partner to insure the safety and success of your child in our program.

Please review the parent handbook thoroughly and let us know if you have any questions. Together we will insure that your child has the best summer yet!

Thank you very much for Playing More with DPR.

Sincerely,

Rhonda B. Parker

Director

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## CITY OF DURHAM PARKS AND RECREATION

DPR's summer day camp programs provide inclusion support for children with disabilities. In addition to offering this support during our general public camp programs, we also offer several specialty camp options for children with disabilities (Special Programs Unit). Campers that need significant assistance with personal care, behavior management or support to participate in activities may be required to bring a care provider (at no expense to DPR) to assist them. For more information please call 919-560-4355, ext. 27236.



### **Summer Camp Dates and Hours**

Summer Day Camp runs June 17 - August 16, 2013 (except where noted). Camp hours are 7:30 a.m. 6p.m., Monday – Friday (except where noted). Children may NOT be dropped off before camp begins. Supervision will NOT be available prior to the start of the camp day.

**PLEASE NOTE: THE CITY OF DURHAM WILL OBSERVE THE INDEPENDENCE DAY HOLIDAY ON THURSDAY, JULY 4, 2013. SUMMER DAY CAMP PROGRAMS WILL BE CLOSED.**

### **TRADITIONAL SUMMER DAY CAMPS (Ages 5 – 12)**

Community Family Life & Recreation Center at Lyon Park 1309 Halley Street	919-560-4288
East Durham Recreation Center 2615 Harvard Avenue	919-560-4278
Edison Johnson Recreation Center 500 W. Murray Avenue	919-560-4270
Holton Career and Resource Center (*Ages 6 – 12) 401 N. Driver Street	919-354-2750
I.R. Holmes, Sr. Recreation Center at Campus Hills 2000 South Alston Ave.	919-560-4444
T.A. Grady Recreation Center 531 Lakeland Street	919-560-4280
W.D. Hill Recreation Center 1308 Fayetteville Street	919-560-4292
Walltown Recreation Center 1308 W. Club Blvd.	919-560-4296
Weaver Street Recreation Center 3000 E. Weaver Street	919-560-4294
W.I. Patterson Recreation Center 2614 Crest St.	919-560-4560

### **Traditional Teen Day Camps (Ages 13 – 16)**

Holton Career and Resource Center  
401 N. Driver Street

919-354-2750

Walltown Recreation Center  
1308 W. Club Blvd

919-560-4296

### **SPECIAL PROGRAMS CAMPS**

#### **Camp Discover (Ages 5 – 10) – Weaver Street Recreation Center**

For children who need a special environment in which to learn and grow. If you feel your child is not ready or would not benefit from an inclusion option, this camp may be for you.

#### **Camp Discover (Ages 11 – 21) – CFLRC at Lyon Park**

For children who need a special environment in which to learn and grow. If you feel your child is not ready or would not benefit from an inclusion option, this camp may be for you.

#### **Camp Explore (Ages 13 – 21) – Holton Career and Resource Center**

For teens that have aged out of typical camp settings (16 is the maximum age for other teen programs) or who would be more successful in a program designed for their needs.

#### **ArtVentures (ages 10 – 21) - June 18 - July 6, 2013 – Holton Career and Resource Center**

This program provides opportunities for youth and teens with or without disabilities to work together to create a live theatre performance. The camp will include opportunities to experience visual arts, dance, singing and acting.

### **THEME FOCUSED CAMPS**

#### **Eno Discovery Camp - (Ages 6-12) West Point on the Eno**

This is a full day camp that emphasizes environmental education and nature activities. For additional information please call 919-560-4405.

**Camp hours are 8:30 a.m. - 5p.m.** Please refer to the chart below to see when your child should attend camp according to their age.

##### **(Ages 6-8)**

June 17- June 21  
July 1 - July 5  
July 15- July 19  
July 29- August 2

##### **(Ages 9-12)**

June 24 – 28  
July 8 - July 12  
July 22 - July 26  
August 5 – 9

#### **Peddle, Paddle and Play Adventure Camp (Ages 9-13) June 17 - 21, 2013, Lake Michie**

Participants will experience local outdoor recreation areas for kayaking, canoeing, hiking, rock climbing and other outdoor recreation pursuits. For more information on this program, please call 919-560-4355, ext. 27210. **Camp hours are 7:30 a.m. - 5p.m.**

#### **Volunteers In Training Camp – (ages 13-15) June 17 – 28 & July 8-19, DPR Admin. Office**

**June 17 – 28 & July 8-19.** This camp will offer two-week service-learning programs to teens. The program will combine community service projects with cultural immersion and outdoor adventure activities. For more information please call 919-560-4355, ext. 27205. **Camp hours are 9a.m. - 3p.m.**

## **GENERAL CAMP REGISTRATION INFORMATION**

### **What is a Play More Card?**

Durham Parks and Recreation has an exciting benefits program for our program participants! Participants may purchase a "DPR Play More Card" which will give a discounted rate on all programs in addition to other benefits listed in our Play More Brochure and website ([www.DPRPlayMore.org](http://www.DPRPlayMore.org)). The card is renewable annually.

**Camp Fees:** per week unless otherwise noted

### **Traditional Summer Day Camp Sites:**

CR PC \$118.50; CR NPC \$132; NCR PC \$141.50; NCR NPC \$157. Payment for the first week of camp is due at registration. In addition to the registration fees for the first week, a 10% deposit of the total fees per child for each additional week requested is required at the time of registration.

### **Peddle, Paddle, Play Adventure Camp:**

CR PC \$148.50; CR NPC \$165; NCR PC \$171; NCR NPC \$190. Payment for camp is due at registration.

**ArtVentures (3 week inclusive art camp)** Fees per child for the 3 week camp: CR PC \$365; CR NPC \$396; NCR PC \$379; NCR NPC \$421. 40% of the total fee is due at registration. Remaining balance due dates: 30% on June 18 & 30% on June 25.

**Volunteers In Training (2 week camp)** Fee is **per** child for the 2 week camp: CR PC \$225; CR NPC \$250; NCR PC \$247.50; NCR NPC \$ 275. 50% of the total fee is due at registration. Remaining balance is due on June 18.

**CR=** City Resident    **PC=** Play More Card    **NCR=** Non-City Resident    **NPC=** Non- Play More Card

### **Sliding Fee Scale/Discounts**

The sliding fee scale program is available for those families that may need financial assistance. Reduced fees approved under the program may only be applied to Summer Camp, Nature Camps, After School, Intersession and Fun Day programming. Approvals are valid for one year, may be appealed at anytime, and must be renewed each year.

### **How to Apply:**

You may pick up an application and information regarding the sliding fee scale program at any DPR facility or the main office. This information can also be found at [www.DPRPlaymore.org](http://www.DPRPlaymore.org).

\* NOTE: The Sliding Fee Scale is *not* applicable to the "Peddle, Paddle, Play Adventure Camp"

### **Renewals**

Customers will need to submit a new application and updated information prior to the expiration date. Customers who allow their expiration date to pass without submitting these items will be expected to pay the full rate until a new application is approved.

If an applicant is due for renewal after the registration date of summer camp, and the renewal rate comes back higher than the rate at which the camper was registered, then DPR will honor the original rate for the duration of summer camp and no additional payments will be requested. However, the new rate WILL apply for the next qualifying program for which the child is registered.

### **New Applicants**

If a new applicant is approved for a Sliding Fee Scale adjustment **after** registration but before the start of the summer camp program, the adjustment will be applied to all registered weeks of the camp. Credits will be applied for future payments due. However, if a new applicant is approved after the start of the summer camp program, then the approved rate will be applied from that date **forward**, no refunds or credits will be given for fees paid for weeks prior to the date of the approval. The participant may request a refund of any balances remaining at the conclusion of the summer camp program.

### **Appeals**

Applicants may appeal the award decision to the Sr. Business Services Manager in writing. Appeals may be submitted at any time for a change of circumstance.

***Applicants must pay full program fees or the previously approved percentage rate during the time of the appeal.***

### **Multi-Child Discount**

A multi-child family discount is available to families that do not qualify for reduced fees under our sliding fee scale for childcare programs.

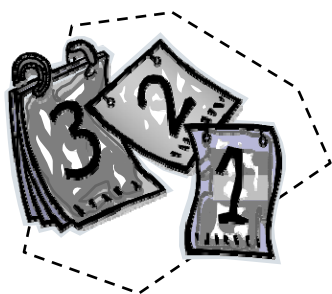
First child registration fee = 100%

Additional child(ren) registration fee = 90% (10% discount)

Discount rates apply only to program fees. Non-residents must pay the entire amount of the non-city resident fee.

### **Payment Schedule**

The balance of the weekly registration fees will be due on the Friday, 10 days prior to start of each camp week. Payment for the first week of camp is due at the time of registration. In addition to the registration fees for the first week, a 10% deposit of the total fees per child for each additional week requested is also required at the time of registration. Listed below is the payment schedule for each remaining week of camp:



#### **Payment Due Date**

June 14  
June 21  
June 28  
July 5  
July 12  
July 19  
July 26  
August 2

#### **Camp Week:**

June 24-28  
July 1-5  
July 8-12  
July 15-19  
July 22-26  
July 29 – August 2  
August 5-9  
August 12-16

### **Failure to pay balance**

Failure to pay balances due as per the payment schedule above will result in the withdrawal of your child from that week of camp and loss of your deposit.

Deposit payments for camp weeks are non-transferable and non-refundable after **May 31, 2013**. Therefore, if a participant withdraws from the program after this date, the deposit for the week(s) withdrawn will not be refunded.

## **GENERAL CAMP INFORMATION**

### **Camp Age**

Traditional summer day camp program is for ages 5 - 12 years old. Participants must be at least five years old by September 1, 2012. \*\*

Children who turn 13 between June 17, 2013 and August 16, 2013 may enroll in either youth or teen camps. The decision will be made by the site supervisor, after a discussion with the parent, in order to make the appropriate assignment for the participant who is turning 13 years old during the summer.

Teen Camp is for ages 13-16. Birthdates must fall between June 18, 1995 and June 18, 1999.\*\*

\*\*Child's age must be verified at time of registration with a birth certificate or government issued I.D. to enroll. If you do not have this documentation with you, the appropriate documentation must be presented by Friday, June 1 at 6 p.m. If verification is not received by June 1 at 4:00 pm, your camp slot will be forfeited, and any payment less the 10% deposit will be eligible for refund or credit to your account. If you register for summer camp after June 1, 2013, documents *must* be provided upon registration to enroll.



### **Arrival & Departure Procedures**

To ensure the safety of all our participants, children must be signed in and out of the DPR Summer Camp program every day. If you know that your child is going to be absent or late we ask that you communicate that with camp administrators.

### **Picking Up Your Child from Camp**

Parents/guardians or designated person picking up your child from camp must be at least 18 years old and **must bring photo identification** with them. You may pick up your child at any time during the day. All children must be picked up by the end of the camp day

For safety reasons, we reserve the right to refuse to release your child to anyone that is not authorized by you.

On a limited basis, DPR does allow participants to self check-in and/or to self check-out from designated care programs with written permission from the parent/guardian. Completion of the Self Check-in/Check-out form is required for participation in this program. DPR is not responsible for the participant prior to check-in and after check-out from the program. Please see site supervisor for more details

### **Late Pick-Up Policy**

Pick-up after the designated time of the close of camp (see camp's operating schedule) will result in a late fee. Campers will be charged \$20 per camper for every 15-minute interval (or fraction thereof) up to one hour. Note: The Sliding Fee Scale does not apply to late fees. If the child still has not been picked up within an hour of the program's closing time camp staff will contact Child Protective Services. The camper will be released to them for safe keeping until the parent/guardian or emergency contact can be reached.

Late fees must be paid in full by the beginning of the next camp day or the camp slot may be forfeited and refunds will NOT be given. If a camper is not picked up on time on more than two (2) occasions, parents/guardians may be asked to forfeit their camp slot and all fees previously paid will be retained.

## **Attendance Requirements**

Many DPR camp sites have waiting lists therefore making it essential that camp staff be notified if your child will be unable to attend camp. Notification must be given on or before May 31, 2013 to receive a refund of any fees paid.

It is important for parents/guardians to inform camp staff when a child will be absent, late, picked up early or picked up by someone other than the designated person.

### **“No Show Policy” for individuals participating in the Sliding Fee Scale Program:**

A “No Show” for summer camp is defined as a participant that has not arrived on-site for the program, without the parent /guardian giving prior notice to the camp staff. Prior notice must be given at least one business day prior to the start of the program day that will be missed. Failure to provide staff with notice will in the following steps being taken:

First No Show – DPR Staff will attempt to contact the parent/guardian to provide a courtesy reminder.

Second No Show – Your approved sliding fee scale rate will be suspended for a period of 30 calendar days. You must pay full program fees, by the established deadlines, to participate in any DPR program.

Third No Show – Your approved sliding fee scale rate will be suspended for a period of 60 calendar days. You must pay full program fees, by the established deadlines, to participate in any DPR program.

Repeat or Habitual Offenders - The Parks and Recreation Director may suspend your approved sliding fee scale rate for a full year.

## **WHAT IS NEEDED FOR CAMP**

### **Required Forms**

Forms that are due to DPR prior to May 31, 2013 include:

1. School Age Care Program Registration Form
2. Authorized Pick-Up Form
3. Medical Authorization Form\*\* (for Self Administration) - if applicable
4. Medical Authorization Form \*\* (for Staff Administration) - if applicable
5. Special Programs and Inclusion Skills Inventory - if applicable

\*\*See Health and Medical Policy

Failure to provide DPR staff with forms prior to that start of camp may result in forfeiture of your camp slot and deposits.

### **Food/Drinks**

The Durham Public Schools (DPS) summer food program will be offered during seven weeks of camp and both breakfast and lunch will be provided. This service is optional for parents. The camp staff will provide an afternoon snack.

During weeks that the DPS summer food program will not operate, you are required to send your child to camp with one morning snack, a lunch and a drink. The camp staff will continue to provide an afternoon snack. Breakfast will not be offered during these weeks.

Food sent to camp must not require refrigeration or use of a microwave or oven. **Please be sure to notify staff of any food sensitivities or allergies.**

### **Dress Code and Personal Belongings**

Children should dress in clothes that are not restrictive to their movements and can get dirty. When choosing clothing for your child each day, please remember that he/she will be active in both indoor and outdoor settings throughout the day. Comfortable clothing such as t-shirts, shorts, socks and tennis shoes should be worn.

Campers should not wear halter-tops, tube tops, skirts, sandals, or flip-flops. (Flip-flops may be worn while participating in water activities.)

Children are encouraged to bring an extra set of clothes to camp. Cut-offs are not permitted for the pool but may be worn for other activities. Please be sure to write your child's name on all clothing, towels, lunch containers, and anything else that they may bring to camp. It is helpful to bring a bag to carry these items and to keep track of belongings.

Do not send money to camp with your child. They will not be able to purchase items unless a parent or guardian is present.

**Please do not allow your child to bring anything of value to camp. Durham Parks and Recreation is NOT responsible for any lost or stolen items.**

### **Things to Bring to Camp Each Day**



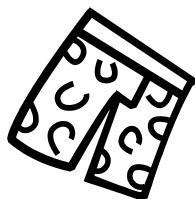
**Snack**



**Water bottle**



**Sunscreen, towel and flip flops**



**Bathing suits**



**Extra set of clothes**

Please send your camper with the following items each day. Campers need to apply their own sunscreen and/or bug spray. Our staff will offer guidance, but will not physically apply them to your child. You may wish to apply these items to your child before arrival to camp.

### **Health & Medical Policy**

Parents are required to complete a **School Age Care Information Sheet** for their children. This informs staff of your child's medical information, medical history, behavior issues, and any special assistance which may be needed.

Durham Parks and Recreation can NOT administer any medications, vitamins or special diets (including "over-the-counter" substances) unless there is a prescription, or written instructions from a licensed medical physician.

Only medications/vitamins/special diets, which are medically necessary and cannot be scheduled outside the hours of the recreation program, will be administered. We encourage all parents/guardians to administer medications/ vitamins/special diets to their children *before or after* participation in a Parks and Recreation program. We understand that this is not always possible. In these instances, we require the parent/guardian to complete the following forms:

- **Medication Authorization Form for Self-Administration** (allowing the child to give his/herself the medication/vitamin/special diet)
- **Medication Authorization Form for Staff Administration** (allowing DPR staff to administer medication/vitamin/special diet).

Medications/vitamins/special diets cannot be brought on site until these forms have been completed and submitted to DPR staff.

Prescription medications must be in an original container, with a label indicating the child's name, the name of the medication, dosage, time to be given, physician's name, and administration instructions. Parents/guardians providing over-the-counter medications, vitamins or special diets must provide a signed doctor's note with current instructions.

Additional information about the administration of medications/vitamins/special diets can be found on the Medication Authorization Form for Self-Administration and the Medication Authorization Form for Staff Administration.

### **Illness**

A child with any of the signs of illness listed below will be immediately isolated from the other children. Camp staff will notify parent/guardian to pick up their camper and the participant must be picked up within 90 minutes of parent notification. Special circumstances/conditions may require a doctor's note to return to camp, such as fever, lice, ringworm, etc.

Children should not be sent to camp while experiencing the signs of illness listed below. Children should remain out of camp for 24 hours after the symptoms have stopped.

Listed below are examples of signs of illness that would result in parent notification:

- ☐ Unusual spots or rashes
- ☐ Sore throat or difficulty in swallowing
- ☐ Elevated temperature
- ☐ Vomiting
- ☐ Diarrhea
- ☐ Evidence of lice, ring worm, scabies or other parasitic infections

### **Field Trips**

This year DPR will offer a variety of summer camp field trips. Many of the camps will participate in adventure and nature program outings (i.e. fishing, hiking, canoeing, etc.) and most will take trips to area points of interest and entertainment. The Site Director will provide a schedule of trips planned for your child. And the best news is – **DPR will provide all of this at no additional cost to you.** Please do not send your child(ren) with money on field trip days. Durham Parks and Recreation will provide everything your child will need to enjoy the scheduled trip. You will be asked to sign a permission sheet, authorizing your child's participation.

***Please have your child wear his/her DPR camp shirt on field trip days.*** This way the children will be easily identifiable.

**Weather Conditions and Emergencies:**

If there is inclement weather, all full-day camps will operate inside the recreation center. Field trips may be cancelled depending on the destination of the trip.

Should there be a situation which would necessitate the closing of the camp facility camp staff will contact all parents/guardians or emergency contact designees.

**Swimming Regulations:**

Weather permitting most summer day camp participants will visit one Durham's pools at least once a week. Camp staff will emphasize the following rules prior to each visit to the pool. We encourage parents/guardians to discuss water safety with your child.

**City Pool Rules:**

- Only proper swimming attire will be allowed (no cut offs or street clothes will be allowed). Swimwear must fit properly and not be too revealing.
- No running on pool deck
- No floatation devices, fins, or snorkeling equipment is allowed (We will provide your child with a Coast Guard approved personal floatation device if requested)
- No food, drinks, or gum allowed in pool area
- Persons with open wounds, sores, or skin infections are not permitted in pool
- Inappropriate behavior and horseplay will not be tolerated
- All campers will be required to successfully pass a deep-end swim test prior to going to the deep end. Campers will take the test each visit to the pool.

All swimmers must follow instructions given by lifeguards and pool staff. Failure to follow all pool rules may result in the child having to sit out for the remainder of the pool visit and possible loss of future swimming privileges.

**DPR GUIDELINES FOR SERVING PERSONS WITH DISABILITIES**

DPR provides opportunities to "Play More" for all individuals and families, regardless of race, color, religion, gender, national origin or ability level. We strive to make our programs, services and facilities accessible by:

- Adapting activities in a way that does not fundamentally alter the purpose of the activity.
- Providing accessible transportation.
- Arranging for the child and parents/guardians to meet staff prior to the program.
- Meet with the parents/guardians to seek instructions and strategies to accommodate needs and promote success for the child.
- Providing adapted equipment and staff trained to assist with special needs (when available/needed)

**Participants within DPR programs may be required to:**

Provide information that will help DPR staff serve the child fully. There are several ways to do this:

- Complete the School Age Care Information Sheet
- Complete a Skills Inventory Form

- Provide a copy of your child's Individual Education Plan (IEP).
- Provide a 1:1 care aid if the child requires: diaper changes; total assistance with toileting; or significant support with other activities of daily living (feeding, dressing, etc.); constant eyes on supervision and/or hands on support for more than 30% of the time; i.e. direct support to participate in activities or communicate needs and wishes.
- Provide adapted supplies and equipment that are specific to the child's needs and may not be available to DPR.

Children needing significant assistance with personal care, behavior management, or support to participate in activities, may need to bring a care provider to assist them. DPR will assess participant's abilities and notify the parents/guardians if we feel 1:1 support is needed. In these cases the parents/guardians will be required to provide a pre-approved care provider in order for the child to remain in the program.

## **DURHAM PARKS AND RECREATION 'S CAMP RULES AND REGULATIONS**

### **Staff Responsibilities**

1. Provide a safe, clean and healthy environment in which campers can have fun.
2. Promote a positive learning atmosphere.
3. Inform parents/guardians and campers when a field trip is scheduled and dress code for the trip.
4. Enforce and follow camp rules and guidelines.
5. Provide appropriate discipline according to the Youth Discipline Policy. Inform camp supervisor and/or parent/guardian of disciplinary actions taken.
6. Provide bathroom, rest and water breaks throughout the camp day as needed.
7. Administer basic first aid treatment and contact emergency personnel when the need arises. Contact parent/guardian or emergency contact if camper is ill or has been injured.
8. Verify when a child has been signed in or out by their parent/guardian and request proper identification from a person picking up a child from camp.
9. Be a positive role model for the campers. Provide campers with a memorable camp experience and have fun with the campers.

### **Camper Responsibilities**

1. Abide by rules and guidelines established by the summer day camp.
2. Leave electronic devices, iPods, jewelry, and other valuable personal items at home.
3. Take all belongings home at the end of the day.
4. Listen to all instructions given by camp staff and abide by them.
5. Let staff know when they are hurt or don't feel well.
6. Bring proper items for each field trip.
7. Participate in all activities.
8. Stay with your assigned camp staff or group.
9. Respect other camper's property and feelings.
10. Have a GREAT time and lots of FUN!

### **Parent/Guardian Responsibilities**

1. Accurately complete and submit School Age Care Program Registration Form and other forms.
2. Have your child at camp no earlier than the start of the camp day and no later than one hour after the start of the camp day. Pick up campers no later than the indicated closing time for each camp program (for most this is 6p.m) A \$20 per child charge for each 15 minute interval that you are late will be assessed and will be due by the next day.
3. Pay all camp fees (if applicable) by the posted deadlines.
4. Inform camp staff of any medical or behavioral problem (i.e. Autism, ADD/ADHD, physical

- limitations, etc.) your child may have, and complete a School Age Care Information Sheet for your child. This information will be kept confidential between camp staff and parents/guardians. Keep staff informed of any medication needs during the summer camp program.
5. Inform staff if your child will not be attending camp, will be late arriving to camp, and/or will be picked up early from camp.
  6. Inform staff if a visitor (social worker, mentor, etc.) will be visiting your child during camp or if another individual will be picking your child up from camp. **Please inform those individuals authorized to pick up your child to have proper identification upon arriving at camp.**
  7. Inform camp staff if your child is feeling ill or experiencing difficulty of any kind in the camp setting. Please keep your child home if the child has a fever, child has a contagious disease or has experienced any of signs of illnesses listed in the Health and Medical section in the last 24 hours. Please let staff know if your child is sensitive to air quality and the ozone forecasts, and/or has other sensitivities or allergies.
  8. Inform camp staff if you will be unavailable during the day in case of emergencies and provide an alternate contact.
  9. Assure your child is properly dressed, has a lunch, swim suit, towel, or any other items as may be required and that all belongings are properly marked with the child's name.
  10. Show proper/sufficient identification when requested by staff.
  11. Enter the summer day camp site and sign your child in/out at the beginning and end of each camp day. Please provide camp staff with written authorization when your child is to go home with anyone else.
  12. Give input and feedback on the summer camp to the camp supervisor/staff. We encourage participation in all our programs from parents/guardians. Please help us in providing your child with a positive summer day camp experience. Meet with DPR staff if your child is experiencing difficulty at camp and work with us to create and implement an appropriate plan.
  13. Complete the Summer Day Camp program evaluation, as requested by staff.

#### **Durham Parks and Recreation's expected behaviors, goals and rules**

DPR has a "behavior, goals and rules" system for youth and teen participants and camp staff will be reviewing the "Play More" goals and "Programs Rules" with your child(ren) on a regular basis. In addition, we will have each child sign a Commitment Form stating that he/she understands the goals and rules and agrees to follow to the best of their ability.

In the event that a child poses a behavioral issue, we have established a consistent method for dealing with the situations. If you have any questions or concerns regarding the goals and objectives, please see your child's camp supervisor/director.

#### **DISCLAIMER**

The Management of Durham Parks and Recreation reserves the right to change or modify any policy, procedure, or practice contained in this document.



## DURHAM PARKS AND RECREATION YOUTH AND TEEN PROGRAMS RULES OF CONDUCT

Praise and positive reinforcement are effective methods of behavior management for children. When children receive positive and understanding interactions, they develop positive self- concepts, problem solving skills, and self-discipline. These interactions include: giving children respectful but honest feedback, acknowledging their accomplishments, and helping them to realize their limitations so they can begin to work on them.

### **General Information**

Youth and teen participants at Durham Parks and Recreation are expected to follow the rules and expectations for conduct. These rules are to be applied to all issues that may occur during program participation. Penalties will be applied in a fair and consistent manner across all DPR sites. Our goal, as providers, is to be preventative. Our efforts are focused on responding to situations early, before they become a problem.

### **Rules and Expectations**

We will endeavor, at all times, to prevent situations which may result in a need for behavior management or disciplinary actions. However, if a behavior issue does arise, it will be addressed in the following sequential steps:

***PLEASE NOTE: Depending on the severity of the conduct or behavior, staff may apply discipline at any step in the discipline progression.***

### **LEVEL ONE**

1. Participant resists involvement in a scheduled activity.
2. Participant does not adhere to the rules and regulations when directed by staff.
3. Participant interrupts when others are speaking.
4. Participant does not clean up after his/her self.
5. Participant displays unsportsmanlike conduct (cheating, yelling, quitting, etc...).
6. Participant leaves the group without permission.
7. Participant is disrespectful of property, facility, other participants, or staff.

NOTE: This list is not exclusive. Other behaviors may occur which qualify as "Level One".

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### **RECOMMENDED PENALTY FOR LEVEL ONE**

A quiet reprimand will be administered to correct the behavior by attending staff. DPR will document the participant's behavior on a "Behavior Documentation Form" and inform parent/guardian of problems(s).

If behavior problems are repetitive, a "Discipline Report" will be given to the parent/guardian and a conference will be held with the parent/guardian to discuss strategies to resolve the problem(s)

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## LEVEL TWO

8. Participant engages in excessive physical or rough play that may lead to a physical altercation.
9. Participant teases other participants or staff.
10. Participant deliberately left or ran from a supervised area.
11. Participant engages in inappropriate touching of other participants or staff.
12. Participant uses racial slurs or profane, obscene, and/or vulgar language.

NOTE: This list is not exclusive. Other behaviors may occur which qualify as "Level Two".

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### **RECOMMENDED PENALTY FOR LEVEL TWO**

Verbal Warnings will be administered to correct the behavior by supervisory staff. DPR will document the participant's behavior on a Discipline Report. A conference will be held with the parent/guardian to discuss strategies to resolve the problem(s).

Additional behavior problems will constitute a second written Discipline Report given to parent/guardian and a possible 1-2 day suspension from the program (refunds will not be given).

If negative behavior persists, a third Discipline Report constitutes that the participant leave the program (expulsion). Refunds will not be given.

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## LEVEL THREE

13. Participant uses racial slurs or profane, obscene, and/or vulgar language toward another participant or staff member as an attempt to threaten or intimidate.
14. Participant taunts, mocks, bullies, and/or harasses other participants or staff.
15. Participant commits theft or vandalism.
16. Participant communicates or executes a physical threat, fight, or altercation with staff or other participants.
17. Participant possesses a weapon, drugs, or tobacco product in a DPR program or during a DPR sponsored event.

NOTE: This list is not exclusive. Other behaviors may occur which qualify as "Level Three".

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### **RECOMMENDED PENALTY FOR LEVEL THREE**

Initially, the participant will be removed from the program or activity without question to insure a safe environment for all other participants. *Law enforcement may be called to assist in any situation.*

DPR will inform parent/guardian of problem(s). DPR reserves the right to suspend or expel the participant from the program and all other DPR activities. Refunds will not be given.

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**Suspension and Expulsion from the program:** Participants, who are suspended or expelled, cannot attend *any* DPR programs at *any* DPR sites for the duration of the suspension or expulsion. Appeals may be made (see below).

### **APPEAL PROCESS**

**To appeal a suspension or expulsion, parent must submit a written appeal explaining his/her request to the Recreation Manager within 7 days of receiving the discipline report. The Manager's name and contact info will be provided on the discipline report.**

When a participant misses any portion of a session, **REFUNDS WILL NOT BE GIVEN.**